

STATE OF ARKANSAS
EXECUTIVE DEPARTMENT
PROCLAMATION

EO 00-14

TO ALL TO WHOM THESE PRESENTS COME — GREETINGS:

AN EXECUTIVE ORDER AMENDING THE STATE'S CURRENT POLICY ON HIRING AS ESTABLISHED BY EO 96-05.

WHEREAS, it is imperative that the size of Arkansas's State government should be strictly monitored to prevent unnecessary spending and payroll expenditures; and

WHEREAS, continuing the State's current policy on hiring will promote monitoring and review of payroll expenditures;

NOW, THEREFORE, I, Mike Huckabee, acting under the authority vested in me as Governor of the State of Arkansas, do hereby order:

1. That all state offices, departments and agencies submit requisitions to fill vacant employee positions to the Department of Finance and Administration, Office of Personnel Management, for final consideration by the Governor's Executive Review for requests to replace or fill new budgeted positions in grades 22 and above, and grade 99 positions.

2. That all state offices, departments and agencies submit requisitions to fill positions that have been vacant for more than 12 months for all grade levels to the Department of Finance and Administration, Office of Personnel Management, for final consideration by the Governor's Executive Review.

3. That all state offices, departments and agencies submit Emergency Hire requests for all grade levels to the Department of Finance and Administration, Office of Personnel Management, for final consideration by the Governor's Executive Review.

4. That agency Directors shall have full accountability for approval of all replacement positions and authorizations to fill new budgeted positions for pay grades 21 and below based on legitimate business need. Upon approval, positions will be advertised in accordance with guidelines established in the Uniform Classification and Compensation Act (Arkansas Code Annotated 21-5-201 through 219) and notification of the vacancy submitted to the Department of Finance and Administration, Office of Personnel Management. The Agency Director will be held personally accountable for adhering to these guidelines.

(a) Replacement position is defined as backfilling a job at the same title and grade as a result of employee turnover, i.e., resignation, retirement, promotion, involuntary termination, etc.

(b) New Budgeted Position is defined as a position that has been approved through the budgeting process but has not been filled.

5. That the Department of Finance and Administration may promulgate rules, regulations, policies and/or procedures for the implementation and administration of this order.

6. Should the Chief Fiscal Officer of the State determine that economic conditions warrant a moratorium on hiring, requests to fill all vacant positions, except those authorized by any federally-funded public employment effort, must be submitted to the Department of Finance and Administration to the attention of the Administrator, Office of Personnel Management, for review and approval by the State's Chief Fiscal Officer and subject to special rules and guidelines as warranted to monitor and prevent unnecessary spending and payroll expenditures during said moratorium. The Chief Fiscal Officer of the State shall notify all agencies when such determination is made.

The provisions of this Order shall not apply to the members of the Legislature, or to any employee of, or position in the Legislative branch of Arkansas State Government; the Justices of the Supreme Court, Judges of the Courts of Appeal, Judges of the Inferior Courts, or to any employee of, or position in the Judicial branch of Arkansas State Government; officers, employees, and academic personnel of State Institutions of Higher Education; elective officers of the State and any employee of the offices of Governor, Lieutenant Governor, Attorney General, Secretary of State, State Auditor, Land Commissioner, State Treasurer; and members and staff of multimember boards, commissions, or committees whether the members thereof are elected or appointed by the Governor or other authority, serve ex-officio, or are otherwise chosen; employees of the Arkansas Highway and Transportation Department, and the Arkansas Game and Fish Commission; provided however, that any agency, department, board, commission, or office of state government exempted as herein above stated may voluntarily agree to be covered by the provisions of this Order.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State Of Arkansas to be affixed at the Capitol in Little Rock on this 18th day of December in the year of our Lord, two thousand.



GOVERNOR MIKE HUCKABEE

SECRETARY OF STATE SHARON PRIEST